Filling in forms and signing contracts.

As an adult, you will often need to fill in a contract or form.

Examples are: Employment contract, Centrelink forms, tax forms, Lease agreements, loan applications.

Sometimes the forms can seem a bit difficult. We will practice reading through some forms you are likely to come across and how to fill them out.

Monday: Centrelink

Go to <http://www.centrelink.gov.au/internet/internet.nsf/payments/conc_cards_lic.htm> and click on “low income health card”. Answer the following questions.

1. ‘Eligible’ means that you can apply for this payment. What is the most you can earn and still be allowed to get a health care card?
2. What benefits do you get if you have a health care card?
3. To get a healthcare card you need to register an \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Then you need to print out a \_\_\_\_\_\_\_\_\_\_\_\_ form and take it to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ with your identification and proof of income.
4. Print out a claim for a health care card.
5. What do you need to take to centrelink to prove your identity?
6. You can apply for a health care card if you are over \_\_\_ years of age and low income or if you are under 19 but receive your own centrelink payments or work.
7. Fill in the form to the best of your ability.
8. Go to <http://www.centrelink.gov.au/internet/internet.nsf/forms/forms_list_work.htm>
9. What payment do you need to apply for if you are studying full time?
10. What payment do you apply for if you are over 21 and looking for work?
11. Print out the Youth allowance form and fill it in to the best of your ability.

Tuesday: Tax

<http://www.industrialrelations.nsw.gov.au/Home.html>

1. The above link is for the industrial relations homepage. Industrial relations and Fair Work Australia oversee the awards (conditions and pay) for most employees.
2. Click on the “young people” link.
3. Watch the video. Go to “young workers’ interactive best practice guide” then click on “A guide for young workers”
4. Write down 3 questions you have after watching the video.
5. What are some forms you will have to fill in when you start work?
6. Go to <http://www.ato.gov.au/corporate/content.aspx?menuid=0&doc=/content/00204055.htm&page=3#P77_1638>
7. Watch the 4 videos on the site.